

APPROVED

**THE PITTSFORD FIRE DISTRICT
June 12, 2025**

7:00 PM - Regular Meeting

Present: Commissioners Cline, Khalil, Lusk, Schenkel, Wallace, and Whelan
Absent: Commissioner Willard

Also present: Assistant Chief Payne, and Treasurer Clouser,

Commissioner Wallace called the meeting to order at 7:00 PM with the Pledge of Allegiance and a moment of silence for fallen first responders and men and women in the armed forces serving around the world.

Assistant Chiefs' Report

- Reported 396 calls year to date. A working fire occurred on Reeves Road. Deputies removed a woman from the home and will be recognized for their actions.
- Requested approval of new apparatus operators.
- Requested authorization to attend a training conference
- Reported that public demonstrations will be held on June 14th.
- Thanked the district for acquisition of new Automatic External Defibrillaors and requested surplus of the old units.
- Engine 385 will fill in at East Rochester on July 18th.
- The fire department will participate in a Ginna Nuclear Plant drill on June 23rd at Pittsford-Mendon High School.

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board approved operators of district apparatus as they had successfully completed the training requirements:
Engine 383 & 385: Firefighters B. Garber, Joerger and J. Long
Squad 386: Firefighter Woodard
The motion carried by an Aye vote of commissioners present.

Commissioner Cline moved, seconded by Commissioner Schenkel, the board approved the attendance of district representatives at the Volunteer & Combination Officers Section (VCOS) Symposium to be held November 13-16, 2025 in Clearwater, Florida. Conference fees, commercial air and car rental transportation are authorized in addition to all actual and necessary expenses.
The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Cline, the board declared as surplus Automatic External Defibrillaors Id #'s 14231, 14232, 14233, 14234, 14235, 14682, 15024 as they are obsolete or beyond repair and of no further value to the fire district. These units will receive a trade-in credit against the cost of the new units.
The motion carried by an Aye vote of commissioners present.

Administrator's Report

- The settling of a brick sidewalk at the rear of station 1 has been observed. Repair bids were solicited.
- The contractor who sealed the former bank parking lot will re-seal it at no cost to the district.
- Processing an order request provided by Chief Cline for the annual Fire Prevention supplies. This is a budgeted item.
- Supplies are on order to complete the replacement of the fence adjoining 19 North Main Street. Installation is expected in two to three weeks.
- Has briefed Commissioner Cline that unfortunately, the process for medical examinations at WorkReady is not improving. He has been meeting with potential new providers that have been recommended by other districts and will have more information at a later date.
- There is an issue with outside sidewalk lights not working at Station 2. He is working with an electrician to find a resolution.
- Expressed interest in attending the VCOS Symposium in November.
- HVAC repairs at Station 1 should be completed on this date.

Approval of Minutes

Following a review, Commissioner Cline moved, seconded by Commissioner Lusk, the board approved the minutes of the May 8th and 16th meetings as submitted.

The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Schenkel who abstained from voting on the May 8th minutes as he was not in attendance.

Public Input

-None

Commissioner Cline Report

- Ultrasound scans have been scheduled for June 27th
- The district administrator is researching solutions to issues encountered in obtaining district physicals.
- Recommended adding solar step lights to an exterior stair at station 2.

Commissioner Khalil Report

- Recommended a repair to rectify settling in the sidewalk of the carriage house.

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board awarded a contract to Van Putte Landscape, 126 North Avenue, Rochester, NY to repair a sidewalk at station one as they were the lowest responsible bidder. The contract amount is \$5,100.00.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk Report

- Recommended approval of an Intermunicipal Agreement with the fire district, Town of Pittsford, and Village of Pittsford to facilitate use of the former bank parking lot adjacent to station 1. It will benefit the district as the town and village will maintain the lot.
- Reported that The consultant engaged to evaluate district apparatus commented on the excellent work of district staff to prepare information used in the evaluation process.
- Recommended a Special Meeting of the board to receive and review the report of the apparatus consultant.

Commissioner Lusk moved, seconded by Commissioner Khalil, the board approved an Inter-Municipal Lease Agreement with the fire district, Town of Pittsford and Village of Pittsford, and authorized Chairman Wallace to execute the agreement on behalf of the fire district.

The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Schenkel, who abstained.

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board ordered a Special Meeting of the Board of Fire Commissioners to be held on August 7, 2025 at 5:00 p.m. The meeting will be held at Pittsford Fire District Station 2, located at 465 Mendon Road. The board further ordered that the regular meeting of the board scheduled for 7:00 on that date be held at station 2.

The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Schenkel, who abstained.

NOTE: Commissioner Whelan joined the meeting at this point

Commissioner Schenkel Report

-A meeting of the facilities committee will be held on June 20th.

-Recommended that a firm conduct scans of all structures to facilitate future design options.

Commissioner Cline moved, seconded by Commissioner Schenkel, the board awarded a professional services contract to CG3D of 4483 Red Spruce Lane, Manlius, New York to provide 3D scans and modeling of structures owned by the Pittsford Fire District. The contract amount is in an amount not to exceed \$16,000.00.

The motion carried by an Aye vote of commissioners present

Commissioner Whelan Report

-Researching options for in-house apparatus mechanical services due to the delay in having repairs completed from current sources. The Brighton Fire District indicated that they may not have sufficient availability for Pittsford to join the joint Brighton-Penfield program but will be willing to offer assistance if needed.

-Inquired about the status of ATV 3816 as parts may be unavailable going forward. The line officers were asked for a recommendation on the issue.

Commissioner Willard Report

-Absent. Commissioner Wallace reported that the apparatus committee is reviewing options for a replacement of Quint 380.

Commissioner Wallace Report

-No further report

Communications

-None

Unfinished Business

-None

New Business

-None

Treasurers Report

-The Treasurer submitted a monthly financial report and a listing of audited invoices for payment

Commissioner Schenkel moved, seconded by Commissioner Khalil, to approve the May, 2025 Treasurer's Report as submitted.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Lusk, to approve payment of the audited invoices with the addition of an invoice for repair parts in the amount of \$21.50.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Schenkel, to recess to Executive Session to discuss a personnel matter.

The motion carried by an Aye vote of commissioners present and the meeting recessed at 7:35 p.m.

Executive Session

Commissioner Lusk moved, seconded by Commissioner Schenkel to reconvene from Executive Session.

The motion carried by an Aye vote of commissioners present and the meeting reconvened at 7:50 p.m.

Commissioner Lusk moved, seconded by Commissioner Schenkel to take specific actions regarding a personnel issue.

The motion carried by an Aye vote of commissioners present

Commissioner Lusk moved, seconded by Commissioner Schenkel that the board of fire commissioners conduct an annual review of individuals that have access to the fire stations.

The motion carried by an Aye vote of commissioners prese

Adjournment

Having no further business to discuss, Commissioner Cline moved, seconded by Commissioner Lusk, to adjourn the meeting.

The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 7:55 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary